

Department of Planning, Zoning & Building  
Mailing Address: 874 Main Street  
Office Location: 882 - B Main Street  
Antioch, Illinois 60002  
Weekday Hours: 7:30 AM To 4:00 PM Phone: (847) 395-9462 Fax: (847) 395-9482

**PLANNING AND ZONING BOARD MEETINGS, HEARINGS,  
for July, 2005 through June, 2006  
AND CORRESPONDING FILING DEADLINES**

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**MEETINGS.** Planning and Zoning Board meetings are scheduled for the SECOND THURSDAY of each month, (unless noted otherwise), at 7:30 P.M. in the Board Room, Village Hall, 874 Main Street. The chart below lists upcoming meeting dates and corresponding filing deadlines.

**APPLICATION.** Agenda items are scheduled by application only, in accordance with applicable provisions of the Antioch Village Code. The application or petition package shall include the original plus nineteen (20) copies of the application and ALL background drawings, reports, engineering calculations, cover letter, etc., as required by the Antioch Village Code. The submittal shall be **FULLY COLLATED**, with any large drawings folded to fit into a standard 13" x 19" envelope, (reduced drawings may be substituted upon approval of the Director of Planning, Zoning & Building). Application materials cannot be returned.

Those items required by Village Code to have a Concept Plan review, (P.U.D.'s and proposed subdivisions), by the Administrative Review Committee, must complete the concept review step before submitting a formal application.

**SUBMITTAL DEADLINES.** The complete, fully collated, (and folded where required), submittal, and filing fees/escrow deposits shall be submitted to the Office of Village Clerk by 4:00 P.M. on the deadlines dates listed below. Applications are taken on a first come, first served basis.

The Village reserves the right to schedule any hearing or meeting at a later date than that indicated below based upon case load.

Filing Deadline For Formal Public Hearing	Meeting Dates (7:30 P.M.)
June 16, 2005	July 14, 2005
July 21, 2005	August 18, 2005
August 11, 2005	September 8, 2005
September 15, 2005	October 13, 2005
October 13, 2005	November 10, 2005
November 10, 2005	December 8, 2005
December 15, 2005	January 12, 2006
January 12, 2006	February 9, 2006
February 9, 2006	March 9, 2006
March 16, 2006	April 13, 2006
April 13, 2006	May 11, 2006
May 11, 2006	June 8, 2006

**NOTIFICATIONS.** Petitioner will be notified writing confirming the hearing date. The petitioner is responsible for notifying all property owners, (on the latest township assessor's tax records), whose properties are situated within two hundred feet, (radially, in all directions of each property boundary), of the date, time, place, and nature of the public hearing. ***Certified mail return receipts will be requested at the opening of the public hearing.***

**THE HEARING:** In matters of zoning amendments, variations, and P.U.D.'s, the Planning and Zoning Board is an advisory body that makes a recommendation to the Mayor and Village Board of Trustees. Typically, the P. & Z. Board's recommendation is placed on the agenda for the next available regular Village Board meeting.

The Village Board will act, in principle, upon the P. & Z. Board's recommendation; if approved, the Village Board will direct the Village Attorney to draft an ordinance. The draft ordinance will be read at one regular Village Board meeting, and considered for approval at the following regular Village Board meeting.

If the petitioner does not want the Village Board to act on the matter, he or his legal counsel must submit a request *in writing* to table the matter no later than noon of the Thursday preceding the village board meeting. The Board may refer the matter to Committee prior to any action.

**EXCEPTIONS:** Public meetings, (not a formal public hearing), are scheduled for proposed Final Plats of Subdivision, and certain administrative matters allowed or required by Village Code. Proposal and/or application materials must be submitted a minimum of fifteen (15) days prior to the regular meeting date. ***All required engineering drawings, specifications, and cost estimates should be reviewed and approved by the Village Engineer prior to the official submittal deadline.***

**CONTINUANCES:** The Planning and Zoning Board may continue any hearing without any further presentation or deliberation if proof of notification of adjacent property owners is not available, and/or if exhibits are presented which are not consistent with those documents submitted with the petition.

Continued hearings are sometimes conducted on the fourth Thursday of the month, (except November, and December) depending on quorum. Additional submittals are required 15 days prior to the continuation date, (or more as determined by the Planning & Zoning Board); if the submittal is not received within this lead-time, the continuation date may be cancelled.

**PETITIONER ATTENDANCE:** Applicants and their representatives are expected to attend the scheduled meeting or hearing, and continuations thereof, in order to present their proposal and answer questions from the Board and the public. Non-attendance may result in a continued hearing and thereby delay action on the request.

**QUESTIONS AND INFORMATION:** Please direct any questions to the Director of Planning, Zoning & Building, phone: (847) 395-9462; fax: (847) 395-9482; e-mail: [rsilhan@antioch.il.gov](mailto:rsilhan@antioch.il.gov) or the Village Clerk, phone: (847) 395-1000; fax: (847) 395-1920; e-mail: [crowe@antioch.il.gov](mailto:crowe@antioch.il.gov)